

RC40 Merit Status Timeline

Item	Date	Who Does
Employee Recieves IPPA Plan (use specific RC40 IPPA forms)	3/28/2015	Sta. Captain
Mid-Point IPPA Review w/ Employee	6/15/2015	Sta. Captain
Final Written & IPE Test	7/23/15 - 7/25/15	RTO
PSTA EMS/FIRE Skills Testing	7/27/15 - 8/1/15	RTO
Make-up and Remedial Testing including IPE	8/3/15 - 8/5/15	RTO
Test results to Ops	8/5/15	RTO
Notify Admin Services of recruits who are likely to be extended	8/17/15	Battalion Chief
IPPA's can be issued starting:	8/23/15	Sta. Captain
Update PCAP certifications and check "Eligible for Promotion"	8/23/15	Sta. Captain
<i>IPPA's must be written, reviewed, issued, signed, and back to Battalion Chief</i>	8/29/2015	Sta. Captain
Permanency or extension memos attached to IPPA's due to DOC -	9/1/15	Battalion Chief
All 43 IPPAs and memo's due to Operations	9/8/15	DOC
Complete packet due to Admin. Services	9/9/15	Ops Chief Office
Anniversary Date	09/22/15	